



PLANNING & DEVELOPMENT DEPARTMENT

AMENDMENT TO THE MASTER STREETS AND HIGHWAYS PLAN SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

LEGAL DESCRIPTION: The applicant must provide a legal description of the proposed amendment to the Master Streets and Highways Plan. The legal description requirement may be waived if the applicant provides a written memo from a representative from the Department of Public Works indicating a legal description is not required. The legal description must be signed and stamped by a professional civil engineer or surveyor.

EXHIBIT: (19 folded and 1 rolled) showing the proposed amendment. The exhibit shall be no larger than 24" x 36" and no smaller than 11 X 17. The exhibit must include a north arrow, the alignment of the proposed amendment, all existing street names, township, range, section, and centerline curve data.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

FEES: \$900 plus \$300 for notification and advertising costs

LASER PRINT: A reduced, black & white 8½ x 11 (high resolution) copy of **above** required plans and drawings is required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.